



**CITY OF ESCONDIDO**  
 Planning Division  
 201 North Broadway  
 Escondido, CA 92025-2798  
 (760) 839-4671  
 Fax: (760) 839-4313

FOR INTERNAL USE ONLY	
Case No.:	_____
Date Submitted:	_____
Project Planner:	_____
Fees:	_____
Receipt No.:	_____
<input type="checkbox"/> Incomplete	_____
	Date of Notice
<input type="checkbox"/> Complete	_____
	Date

**HISTORIC PROPERTY PRESERVATION  
 (MILLS ACT) APPLICATION AND AGREEMENT**

**APPLICANT/CONTACT PERSON**

Name (Print): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Signature: \_\_\_\_\_

**OWNER** (If multiple owners/addresses, attach additional sheets as necessary.)

Name (Print): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 (authorizing applicant to submit application)

**SITE INFORMATION**

Property Address: \_\_\_\_\_  
 Assessor's Parcel Number: \_\_\_\_\_  
 Historic Name: \_\_\_\_\_

**LANDMARK/LOCAL REGISTER INFORMATION**

Historic Designation:  
 Local       State       National  
 Date of Designation: \_\_\_\_\_  
 Local Register Listing:     Yes     No  
 Date of Listing: \_\_\_\_\_

**POTENTIAL STRUCTURE/PROPERTY IMPROVEMENT TIMELINE:**

Please list the improvements which are intended to take place over the next 10 years. List them in order of owner's priority. The improvements listed may be as specific or as general as the applicant prefers; however, physical alterations shall comply with the Secretary of Interior standards. Emergency maintenance not identified in this Agreement may be substituted for listed improvements. The listed improvements may be performed out of order, depending on the property owner's financial situation. Visits to the property by City representatives to monitor the progress will be performed every two to three years.

**PROPOSED IMPROVEMENTS**

---

---

---

---

---

---

---

---

---

---

## **HISTORIC PROPERTY PRESERVATION (MILLS ACT) APPLICATION AND AGREEMENT**

An Historic Property Preservation Agreement provides tax relief for owners of qualified historic properties who agree to provide regular maintenance and make improvements to the structure and the site. In exchange for continued restoration of the property, the property owner is eligible for reduced property taxes per California Government Code Section 50280. This commitment by the property owner to maintain the City's historic resources will be a benefit to the community. Responses to the most frequently asked Mills Act Program questions can be found online on Planning Division's [Historic Preservation](#) web page.

Prior to submittal of an Historic Property Preservation Application and Agreement, a pre-application meeting with a member of the Planning staff will be necessary to answer any questions and to ensure that the minimum submittal requirements are met. Appointments for a pre-application meeting can be scheduled by contacting the Planning Division at (760) 839-4671.

### **Submittal Requirements**

1. Completed and signed [application form](#).
2. Copy of Grant Deed.
3. Copy of preliminary title report, including complete legal description (within last 6 months).
4. Photos of exterior of property.
5. State of California Department of Parks & Recreation Forms 523a/b ([attached](#)).
6. Complete chain of title delineating property ownership from date of construction.
7. Signed and initialed [Draft Historic Property Presentation Agreement](#).

### **Procedure**

Once a complete application is submitted, the Planning staff will review the information for completeness. The Planner will schedule an appointment for an on-site inspection and review of the proposed improvements. The request will then be forwarded to the Historic Preservation Commission (HPC) for recommendation to the City Council. The City Council shall consider the request and vote to either approve or disapprove said request.

Once a request is approved and a contract is signed by the applicant and the City, it will be forwarded to the County Recorder's office for recordation. The recorded copy will be returned to the City for submission to the County Tax Assessor's office for implementation.

**All improvements proposed for the exterior of a historic resource shall be subject to a [Certificate of Appropriateness](#) prior to commencing work.**

**Signatures.** Applicant and property owner signature lines must be signed, even if the applicant and property owner are the same. The signature of the architect and/or engineer is also required if drawings are submitted by professional architects and/or engineers.

**Applicant**

As part of this application the applicant hereby agrees to defend, indemnify and hold harmless the City of Escondido, its Council, boards and commissions, officers, employees, volunteers, and agents from any claim, action, or proceeding against the City of Escondido, its Council, boards and commissions, officers, employees, volunteers and agents, to attack, set aside, void or annul an approval of the application or related decision, including environmental documents, or to challenge a denial of the application or related decisions. This indemnification shall include, but not be limited to, damages awarded against the City, if any, costs of suit, attorneys' fees, and other expenses incurred in connection with such claim, action, causes of action, suit or proceeding whether incurred by applicant, City, and/or the parties initiating or bringing such proceeding. The applicant shall indemnify the City for all of City's costs, attorneys' fees, and damages which City incurs in enforcing the indemnification provisions set forth herein. The applicant shall pay to the City upon demand any amount owed to the City pursuant to the indemnification requirements prescribed.

By signing below, I hereby certify that the application I am submitting, including all additional required information, is complete and accurate to the best of my knowledge. I understand that any misstatement or omission of the requested information or of any information subsequently requested may be grounds for rejecting the application, deeming the application incomplete, denying the application, suspending or revoking a permit issued on the basis of these or subsequent representations, or for the seeking of such other and further relief as may seem proper by the City of Escondido.

Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**Property Owner**

By signing below, I hereby certify under penalty of perjury, that I am the owner of record of the property described herein and that I consent to the action requested herein. All other owners, lenders or other affected parties on the title to the property have been notified of the filing of this application. Further, I hereby authorize City of Escondido employees and officers to enter upon the subject property, as necessary to inspect the premises and process this application.

In order to facilitate the public review process, the City requires that property owners agree to allow any plans or drawings submitted as part of the application to be copied for members of the public. Property owner(s) hereby agree to allow the City to copy the plans or drawings for the limited purpose of facilitating the public review process.

Property Owner: \_\_\_\_\_

Date: \_\_\_\_\_

**Architect/Engineer**

In order to facilitate the public review process, the City requires that architects and engineers agree to allow any plans, drawings, studies or reports submitted as part of the application to be copied for members of the public. Architect/Engineer hereby agrees to allow the City to copy the plans, drawings, studies or reports for the limited purpose of facilitating the public review process.

Architect: \_\_\_\_\_

Date: \_\_\_\_\_

Engineer: \_\_\_\_\_

Date: \_\_\_\_\_

**RECORDING REQUESTED BY  
AND WHEN RECORDED MAIL TO:**

City Clerk  
City of Escondido  
201 N. Broadway  
Escondido, CA 92025

*THIS SPACE FOR RECORDER'S USE ONLY*

**HISTORIC PROPERTY PRESERVATION AGREEMENT**

This Agreement is made and entered into by and between the CITY OF ESCONDIDO, a municipal corporation (hereinafter referred to as “the CITY”) and [**Insert Owner’s Name**] (hereinafter referred to as “the OWNER”).

**Recitals**

1. WHEREAS, the OWNER possesses and owns real property located within the City of Escondido, which property is more fully described in Attachment “A” to this Agreement (hereinafter “the PROPERTY”); and
2. WHEREAS, the PROPERTY is a qualified historical property in that it is privately owned, it is not exempt from property taxation, and it is listed in the Local Register of Historic Places; and
3. WHEREAS, both the CITY and the OWNER desire to carry out the purposes of Article 12 (commencing with section 50280) of Chapter 1 of Part 1 of Division 1 of Title 5 of the California Government Code and Article 1.9 (commencing with section 439) of Chapter 3 of Part 2 of Division 1 of the California Revenue and Taxation Code; and
4. WHEREAS, both the CITY and the OWNER desire to limit the use of the PROPERTY and to preserve the PROPERTY so as to retain its characteristics as a property of cultural, architectural, and historical significance.

**Agreement**

NOW THEREFORE, both the CITY and the OWNER, in consideration of the mutual promises, covenants, and conditions contained herein and the substantial public benefits to be derived therefrom, do hereby agree as follows:

1. Applicability of Government Code and Revenue and Taxation Code. This Agreement is made pursuant to Article 12 (commencing with section 50280) of Chapter 1 of Part 1 of Division 1 of Title 5 of the California Government Code and Article 1.9 (commencing with section 439) of Chapter 3 of Part 2 of Division 1 of the California Revenue and Taxation Code and is subject to all of the provisions of these statutes.

2. Preservation/Rehabilitation and Maintenance of Property. During the term of this Agreement, the PROPERTY shall be subject to the following conditions, requirements, and restrictions:

a. The OWNER agrees to preserve/rehabilitate and maintain the cultural, historical, and architectural characteristics of the PROPERTY during the term of this Agreement as set forth in the attached schedule of improvements identified as Attachment B.

b. The OWNER shall maintain all buildings, structures, yards, and other improvements in a manner which does not detract from the appearance of the immediate neighborhood. Prohibited property conditions include, but are not limited to:

- i. Dilapidated, deteriorating, or unrepaired structures, such as fences, roofs, doors, walls, and windows;
- ii. Scrap lumber, junk, trash, or debris;
- iii. Abandoned, discarded, or unused objects or equipment, such as automobiles, automobile parts, furniture, stoves, refrigerators, cans, containers, or similar items;
- iv. Stagnant water or excavations, including swimming pools or spas; and
- v. Any device, decoration, design, or structure, or vegetation which a reasonable person would determine to be unsightly by reason of its height, condition, or its inappropriate location.

c. All improvements and work performed on the PROPERTY shall meet, at a minimum, the rules and regulations of the Office of Historic Preservation of the California Department of Parks and Recreation, the United States Secretary of the Interior's Standards for Rehabilitation, the State Historical Building Code, and the applicable development codes of the City of Escondido.

d. If a code enforcement action has been instituted by the CITY, the CITY may request, and the OWNER shall submit within thirty (30) days, documentation of expenditures incurred and work performed by the OWNER within the last 24 months to accomplish items from the list of scheduled improvements for the PROPERTY as set forth in Attachment B of this Historic Property Preservation (Mills Act) Agreement. If the OWNER performs work on

the PROPERTY, rather than contracting with a third-party, the value of his/her labor shall be calculated at the market rate for such work performed. The OWNER shall be in substantial compliance with the scheduled improvements set forth in Attachment B when the expenditures incurred and work performed to accomplish the improvements are equal to or greater than the OWNER'S annual property tax savings for the last 24 months, as determined by the CITY, based upon the County Tax Assessor's valuation of the PROPERTY using the process set forth in Article 1.9 (commencing with section 439) of Chapter 3 of Part 2 of Division 1 of the California Revenue and Taxation Code.

e. OWNER shall, within thirty (30) days after written notice from the CITY, furnish the CITY with any information the CITY shall require to enable the CITY to determine (i) the PROPERTY'S present state; (ii) the PROPERTY'S continued eligibility as a qualified historic property; and (iii) whether the OWNER is in compliance with this Agreement.

\_\_\_\_\_ **OWNER'S INITIALS**

3. Inspections. The OWNER agrees to permit periodic examinations/inspections of the interior and exterior of the PROPERTY by the CITY, the County Assessor, the Department of Parks and Recreation, and the State Board of Equalization as may be necessary to determine the OWNER'S compliance with this Agreement.

\_\_\_\_\_ **OWNER'S INITIALS**

4. Term of Agreement. This Agreement shall be effective and shall commence on January 1<sup>st</sup> of the year following the successful recordation of this document by the County Recorder's Office and shall remain in effect for a period of ten (10) years thereafter.

5. Automatic Renewal. On the tenth (10<sup>th</sup>) anniversary of this Agreement and on each successive anniversary date (hereinafter referred to as "the RENEWAL DATE"), one (1) year shall automatically be added to the initial term of this Agreement unless notice of nonrenewal is given as provided in Paragraph 6 below.

6. Notice of Nonrenewal. If, in any year, either the CITY or the OWNER desires not to renew this Agreement, that party shall serve a written notice of nonrenewal on the other party. If the OWNER elects to serve a notice of nonrenewal, the notice must be served on the CITY at least ninety (90) days prior to the RENEWAL DATE, otherwise one (1) additional year shall automatically be added to the term of this Agreement. Conversely, if the CITY elects to serve a notice of nonrenewal, the notice must be served on the OWNER at least sixty (60) days prior to the RENEWAL DATE, otherwise one (1) additional year shall

automatically be added to the term of this Agreement. The CITY may issue a notice of nonrenewal if the CITY determines improvements, maintenance, rehabilitation, renovation, and/or restoration of the PROPERTY is required for the PROPERTY'S continued eligibility as a qualified historic property. Upon receipt by the OWNER of a notice of nonrenewal from the CITY, the OWNER may make a written protest of the nonrenewal. The CITY may, at any time prior to the RENEWAL DATE, withdraw its notice of nonrenewal.

7. Effect of Notice of Nonrenewal. If, in any year, either party serves a notice of nonrenewal as provided in Paragraph 6 above, this Agreement shall remain in effect for: (1) the balance of the period remaining under the initial term of this Agreement; or (2) the balance of the period remaining since the last automatic renewal, whichever the case may be.

8. Cancellation. The CITY may cancel this Agreement if the CITY determines the OWNER: (a) has breached any of the conditions or covenants of this Agreement; (b) has allowed the PROPERTY to deteriorate to the point that it no longer meets the standards of a qualified historical property as defined in California Government Code section 50280.1; or (c) if the OWNER has failed to restore or rehabilitate the PROPERTY in the manner specified in Paragraph 2 of this Agreement.

\_\_\_\_\_ **OWNER'S INITIALS**

9. Notice of Cancellation. Notwithstanding the above, this Agreement cannot be cancelled until after the CITY has given notice and has held a public hearing as required by California Government Code section 50285.

10. Cancellation Fee. If the CITY cancels this Agreement in accordance with Paragraph 8, the OWNER shall pay those cancellation fees set forth in California Government Code sections 50280 et seq., described herein. Upon cancellation, the OWNER shall pay a cancellation fee of twelve and one-half percent (12-1/2%) of the current fair market value of the PROPERTY, which is to be determined by the County Assessor as though the PROPERTY were free and clear of any of the restrictions pursuant to this Agreement. The cancellation fee shall be paid to the County Auditor at the time and in the manner that the County Auditor shall prescribe and shall be allocated by the County Auditor to each jurisdiction in the tax rate area in which the PROPERTY is located in the same manner as the County Auditor allocates the annual tax increment in that tax area that fiscal year.

\_\_\_\_\_ **OWNER'S INITIALS**

11. No Compensation. The OWNER shall not receive any payment from the CITY in consideration for the obligations imposed under this

Agreement. The parties recognize and agree that the consideration for the execution of this Agreement is the substantial public benefit to be derived therefrom and the advantage that will accrue to the OWNER as a result of assessed value of the PROPERTY because of the restrictions this Agreement imposes on the use and preservation of the PROPERTY.

12. Enforcement of Agreement. As an alternative to cancellation of the Agreement for breach of any condition as provided in Paragraph 8, the CITY may, in its sole discretion, specifically enforce, or enjoin the breach of the terms of this Agreement. In the event of a default, under the provisions of this Agreement by the OWNER, the City shall give written notice to the OWNER by registered or certified mail. If such violation is not corrected to the reasonable satisfaction of CITY within thirty (30) calendar days after the date of notice of violation, or within such reasonable time as may be required to cure the violation (provided the acts to cure the violation are commenced within thirty (30) calendar days and thereafter diligently pursued to completion), the CITY may, without further notice, declare the OWNER to be in breach under the terms of this Agreement, and may bring any action necessary to specifically enforce the obligations of the OWNER growing out of the terms of this Agreement or apply for such other relief as may be appropriate under local, state, or federal law.

13. Indemnification. OWNER shall indemnify, defend (with counsel reasonably acceptable to CITY) and hold harmless the City of Escondido, and all of its boards, commissions, departments, agencies, agents, officers, and employees from and against any and all actions, causes of actions, liabilities, losses, costs, claims, judgments, settlements, damages, liens, fines, penalties and expenses (collectively the "Claims") incurred in connection with or arising in whole or in part from this Agreement, including without limitations:

- a. any accident, injury to or death of a person, loss of or damage to property incurring in or about the PROPERTY;
- b. the use or occupancy of the PROPERTY by the OWNER, their agents or invitees;
- c. the condition of the PROPERTY;
- d. any construction or other work undertaken by the OWNER of the PROPERTY.

This indemnification shall include, without limitation, reasonable fees for attorneys, consultants, experts and the CITY'S cost for investigating any Claims. The OWNER shall defend the CITY and all of its boards, commissions, departments, agencies, agents, officers, and employees from any and all Claims even if such Claim is groundless, fraudulent, or false. The OWNER'S obligations under this Paragraph shall survive termination of this Agreement.

\_\_\_\_\_ **OWNER'S INITIALS**

14. Remedy If Agreement Not An Enforceable Restriction. In the event it is finally determined by a court of competent jurisdiction that this Agreement does not constitute an enforceable restriction within the meaning of the applicable provisions of the California Government Code and the California Revenue and Taxation Code, except for an unenforceability arising from the cancellation or nonrenewal of this Agreement, for any tax year during the life of this Agreement, then this Agreement shall be null and void and without further effect and the PROPERTY shall from that time forward be free from any restriction whatsoever under this Agreement without any payment or further act by the parties.

15. Condemnation Proceedings. If condemnation proceedings are filed against the PROPERTY, or if the PROPERTY is acquired by a public agency in lieu of condemnation proceedings, this Agreement shall be null and void. If the condemnation proceedings are subsequently abandoned or the acquisition rescinded, this Agreement shall be reactivated retroactively and shall be in full force and effect without the need for any further act by the parties.

16. Destruction of Property; Eminent Domain. If the PROPERTY is destroyed by fire or other natural disaster such that in the opinion of the CITY the historic value of the structure has been lost and a majority of the structure must be replaced, this Agreement will be cancelled. If the PROPERTY is acquired in whole or in part by eminent domain or other acquisition by an entity authorized to exercise the power of eminent domain, and the acquisition is determined by the CITY to frustrate the purpose of the Agreement, this Agreement shall be cancelled. No cancellation fee as set forth in Paragraph 10 above and pursuant to California Government Code sections 50280 et seq. shall be imposed if the Agreement is cancelled pursuant to this Paragraph.

17. Entire Agreement. This instrument and its attachments constitute the entire agreement between the parties. The parties shall not be bound by any terms, conditions, statements, or representations, oral or written, not contained in this Agreement. Each party hereby acknowledges that in executing this Agreement, the party has not been induced, persuaded, or motivated by any promise or representation made by the other parties, unless expressly set forth in this Agreement. All previous negotiations, statements, and preliminary instruments by the parties or their representatives are merged in this instrument and are of no force and effect.

18. Attorney's Fees. In the event legal proceedings are brought by any party or parties hereto, to enforce or restrain a violation of any of the covenants, reservations, or restrictions contained herein, or to determine the rights and duties of any party hereunder, the prevailing party in such proceeding may recover its

reasonable attorney's fees in addition to court costs and other relief ordered by the court.

19. Modification. No modification of this Agreement shall be valid or binding unless the modification is in writing, signed by all parties, and recorded with the County Recorder for the County of San Diego.

20. Binding Effect. This Agreement shall be binding on and inure to the benefit of all parties herein, their heirs, successors-in-interest, legal representatives, assigns and all persons acquiring any part or portion of the PROPERTY, whether by operation of law or otherwise, and that any such person(s) shall have the same rights and obligations under this Agreement.

21. Choice of Law and Forum. This Agreement and the legal relations between the parties shall be governed by and construed in accordance with the laws of the State of California. Any action or proceeding to enforce any provision of this Agreement shall be brought in the San Diego Superior Court, North County Division.

22. Sale. If the PROPERTY is sold, the OWNERS shall notify the CITY of the sale and present to the CITY a signed statement from the new owners indicating that a copy of this Agreement, the list of scheduled improvements for the PROPERTY as set forth in Attachment B of this Agreement, and any amendments to this Agreement were provided to them.

23. Headings. The headings of the paragraphs of this Agreement are inserted for convenience only. They do not constitute part of this Agreement and shall not be used in its construction.

24. Waiver. The waiver by any party to this Agreement of a breach of any provision of this Agreement shall not be deemed a continuing waiver or a waiver of any subsequent breach of that or any other provision of this Agreement.

25. Severability. The invalidity in whole or in part of any provision of this Agreement will not void or affect the validity of any other provisions of this Agreement.

26. Notices. Any notice, delivery or other communication pursuant to this Agreement shall be in writing and shall be given to:

CITY: City Clerk  
City of Escondido  
201 N. Broadway  
Escondido, CA 92025

OWNER: [Insert Owner's Name & Mailing Address]

Any party may change his/her/its address by giving written notice to the other parties in the manner provided in this paragraph. Any notice, delivery, or other communication shall be effective and shall be deemed to be received by the other parties within five (5) business days after the notice has been deposited in the United States mail, duly registered or certified, with postage prepaid, and addressed as set forth above.

27. Notice to Office of Historic Preservation. The OWNER or an agent of the OWNER shall provide written notice of this Agreement to the Office of Historic Preservation within six months of entering into this Agreement. A copy of this notice shall also be provided to the CITY.

***(Remainder of page left intentionally blank.)***

28. Counterparts. This Agreement may be executed in any number of counterparts or by facsimile transmission, each of which will be deemed an original with the same effect as if all signatures were on the same instrument.

IN WITNESS WHEREOF, the CITY and the OWNER have executed this Agreement as of the date set forth below.

**CITY OF ESCONDIDO**

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Mayor

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
City Clerk

**OWNER**

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
[Insert Owner's Name]  
(This signature must be notarized.)

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
[Insert Owner's Name]  
(This signature must be notarized.)

APPROVED AS TO FORM:

OFFICE OF THE CITY ATTORNEY  
JEFFREY R. EPP, City Attorney

By: \_\_\_\_\_

State of California -- The Resources Agency  
DEPARTMENT OF PARKS AND RECREATION  
**PRIMARY RECORD**

Primary # \_\_\_\_\_  
HRI # \_\_\_\_\_  
Trinomial \_\_\_\_\_  
NRHP Status Code \_\_\_\_\_

Other Listings \_\_\_\_\_  
Review Code \_\_\_\_\_ Reviewer \_\_\_\_\_ Date \_\_\_\_\_

Page 1 of 3 \*Resource Name or #: (Assigned by recorder) \_\_\_\_\_

**P1. Other Identifier:** \_\_\_\_\_

\*P2. Location:  Not for Publication  Unrestricted

\*a. County \_\_\_\_\_ and (P2c, P2e, and P2b or P2d. Attach a Location Map as necessary.)

\*b. USGS 7.5' Quad \_\_\_\_\_ Date \_\_\_\_\_ T \_\_\_\_\_; R \_\_\_\_\_; \_\_\_\_\_ ¼ of \_\_\_\_\_ ¼ of Sec \_\_\_\_\_; \_\_\_\_\_ B.M.

c. Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

d. UTM: (Give more than one for large and/or linear resources) Zone \_\_\_\_\_, \_\_\_\_\_ mE/ \_\_\_\_\_ mN

e. Other Locational Data: (e.g., parcel #, directions to resource, elevation, etc., as appropriate) \_\_\_\_\_

\*P3a. Description: (Describe resource and its major elements. Include design, materials, condition, alterations, size, setting, and boundaries)

\*P3b. Resource Attributes: (List attributes and codes) \_\_\_\_\_

\*P4. Resources Present:  Building  Structure  Object  Site  District  Element of District  Other (Isolates, etc.)

P5a. Photograph or Drawing (Photograph required for buildings, structures, and objects.)

P5b. Description of Photo:  
(view, date, accession #) \_\_\_\_\_

\*P6. Date Constructed/Age and Source:  
 Historic  Prehistoric  Both

\*P7. Owner and Address: \_\_\_\_\_

\*P8. Recorded by:  
(Name, affiliation, and address)

\*P9. Date Recorded: \_\_\_\_\_

\*P10. Survey Type: (Describe) \_\_\_\_\_

\*P11. Report Citation: (Cite survey report and other sources, or enter "none.") \_\_\_\_\_

\*Attachments:  NONE  Location Map  Continuation Sheet  Building, Structure, and Object Record  
 Archaeological Record  District Record  Linear Feature Record  Milling Station Record  Rock Art Record  
 Artifact Record  Photograph Record  Other (List): \_\_\_\_\_

Primary # \_\_\_\_\_

HRI # \_\_\_\_\_

\*NRHP Status Code \_\_\_\_\_

Page 2 of 3 \*Resource Name or #: (Assigned by recorder) \_\_\_\_\_

B1. Historic Name: \_\_\_\_\_

B2. Common Name: \_\_\_\_\_

B3. Original Use: \_\_\_\_\_

B4. Present Use: \_\_\_\_\_

\*B5. Architectural Style: \_\_\_\_\_

\*B6. Construction History: (Construction date, alterations, and date of alterations) \_\_\_\_\_

\*B7. Moved?  No  Yes  Unknown Date: \_\_\_\_\_ Original Location: \_\_\_\_\_

\*B8. Related Features: \_\_\_\_\_

B9a. Architect: \_\_\_\_\_ b. Builder: \_\_\_\_\_

\*B10. Significance: Theme \_\_\_\_\_ Area: \_\_\_\_\_

Period of Significance: \_\_\_\_\_ Property Type: \_\_\_\_\_ Applicable Criteria: \_\_\_\_\_

(Discuss importance in terms of historical or architectural context as defined by theme, period, and geographic scope. Also address integrity.)

B11. Additional Resource Attributes: (List attributes and codes) \_\_\_\_\_

\*B12. References:

B13. Remarks:

\*B14. Evaluator:

\*Date of Evaluation: \_\_\_\_\_

(This space reserved for official comments)

Sketch Map with north arrow required.

State of California -- The Resources Agency  
DEPARTMENT OF PARKS AND RECREATION  
CONTINUATION SHEET

Primary # \_\_\_\_\_  
HRI # \_\_\_\_\_  
Trinomial \_\_\_\_\_

Page  3  of  3  \*Resource Name or #: (Assigned by recorder) \_\_\_\_\_

Recorded by: \_\_\_\_\_ Date: \_\_\_\_\_

Continuation       Update

# **INSTRUCTIONS FOR RECORDING HISTORICAL RESOURCES**

Office of Historic Preservation  
P.O. Box 942896  
Sacramento, CA 942196-0001

**March 1995**

## THE MINIMUM LEVEL OF DOCUMENTATION

The Primary Record and a Location Map provide the minimum level of information needed to include a record in the OHP's filing system. The Location Map is optional for buildings located on small parcels of land in urban areas when an address is provided. This minimum level of documentation is designed to provide an initial record of all types of historical resources including buildings, structures, objects, sites, and districts, as well as cultural landscapes (sites) and traditional cultural properties (many of which are classified as sites).

### How to Prepare a Primary Record

The following are step-by-step instructions for completing the Primary Record. Please note that **required information is indicated with a sidebar, asterisk, and bold type** in the instructions that follow.

Header Block: Information provided in the header block will be used to track resource records and the decisions made about a documented resource. Enter the appropriate information in the spaces provided for Primary Number, Trinomial/HRI Number, Other Listings, and NRHP Status Code when known. The space provided for Review Code, Date, and Reviewer will be completed by the OHP or Information Center staff and **should always be left blank**.

Primary Number: Enter a number only if it has already been assigned by OHP or an Information Center.

Trinomial/HRI Number: Enter a number only if one has already been assigned by OHP or an Information Center.

---

NRHP Status Code: If only a Primary Record is filled out, enter a 7 in this field or leave it blank. You may enter a National Register Status Code other than 7 if an evaluation supported by a BSO Record, District Record, or other detailed documentation is attached.

Other Listings: Enter any national, state, and local designation programs in which the resource is listed. Provide a reference number if applicable. Enter only those designations already approved at the time of recordation. Use the following abbreviations: HABS (Historic American Building Survey), HAER (Historic American Engineering Record), NHL (National Historic Landmark), SHL (State Historical Landmark), CPHI (California Point of Historical Interest), CRHR (California Register of Historical Resources); or provide the name of the local register where applicable.

**\*Resource Name or #:** Use this field to provide an identifier that can be used to link all the pages of the record. The identifier can be a historic or common name, parcel number, or any other designator which will consistently refer to the resource.

P1. Other Identifier: This space may be used to provide an identifier that relates to a project name, agency designation, or other unique identifier.

**\*P2. Location:** First, indicate whether or not the location of the resource should be kept confidential. Then provide the name of the county (or counties) (Field P2a); USGS 7.5' quadrangle, township, Range, and portion of a Section (Field P2b); and an Address (Field P2c) and/or UTM coordinate(s) (Field P2d). Other locational information may be provided in Field P2e as needed.

A Location Map must be attached to the Primary Record for sites, as well as other resources that do not have a street address. Locations Maps are also recommended for resources on large parcels where an address may not satisfactorily pinpoint the location of the resource within the parcel.

**\*P2a. County:** Give the name of the county or counties in which the resource is located. If it is located in more than one county, put the county containing the majority of the resource first. Include the appropriate county and state for resources that extend outside of California.

**\*P2b. USGS 7.5' Quadrangle, Township, Range, and Section:** Provide the name of the USGS 7.5' quadrangle(s) that cover the area in which the resource is located and describe its legal location to the nearest quarter quarter section where possible. For large or linear resources spanning an extensive geographic area it may be helpful to provide several legal descriptions. Indicate the township, range and base meridian for each legal description.

P2c. Address: Enter the complete address for the parcel on which the resource is located if one exists. Include the street or highway number and name, town or city, and zip code. For numbered highways, use "State Route" or "County Road" followed by a number.

P2d. UTM: UTM coordinates are required for sites, and should also be used for other resources that either do not have a street address or cannot be accurately located by the address due to the size of the parcel. For example, linear structures rarely have addresses and many rural buildings are located on large parcels. In such cases, UTM's should be provided to more accurately pinpoint the location of the resource.

Begin by entering the name of the U.S. Geological Survey quadrangle(s). Note the date the map was published or photorevised. For resources less than 10 acres, enter the UTM reference for the point corresponding to the center of the resource. Four UTM references are required when identifying the corners of larger resources. UTM references should be provided for both ends of linear structures and sites (or for the recorded segment of that resource). When more than one UTM reference is given, each

reference point should be depicted on a Location Map. Refer to Appendix 3 for further information about how to calculate UTMs.

P2e. Other Locational Data: While no further locational data is required, it may be helpful to supply additional information such as a parcel number; lot, block, and subdivision; and/or directions to a resource. Parcel numbers may be particularly useful to local governments that make decisions affecting historical resources. For resources that are particularly hard to find, it may even be necessary to supplement the Location Map with an Access Map showing how to get to the resource from an easily identifiable landmark.

**\*P3a. Description:** Provide a concise, well-organized description of the resource. Describe its physical characteristics and appearance and summarize any features that are associated with it. Where possible, note all aspects of the resource you observe, even if some of those elements are not recorded in detail.

Descriptions of buildings, structures, and objects should identify construction details, materials, workmanship, and alterations. Buildings are often described in terms of overall shape, number of stories, siding type, roof shape and materials, dormer shape, window location and pattern, door location, porch type, and ornamentation. Information on the nature and extent of any alterations should also be included. Boundary descriptions may be brief and may refer solely to the resource's parcel where appropriate. Describe the area outside the boundaries, mentioning as appropriate landscape, use, architecture, and other aspects related to setting.

Descriptions of linear structures and linear sites should include an overview of the entire resource when possible, even in cases where only a segment of that resource is recorded. The overview should attempt to describe the type of resource, when it was constructed, how long it is, its shape, its origin and destination, how it was constructed (e.g., materials, workmanship, special engineering accomplishments, etc.), its setting and physical condition, and to a limited degree, its function. When only a portion of a linear resource has been examined in the field, that segment should be identified on the Location Map.

Descriptions of sites should summarize observed physical characteristics and major cultural and natural features (e.g., midden, lithic scatter, shell mound, housepits, rock art, bedrock milling features, etc.). While interpretive comments may also be included, the principal goal of this section is to describe the site in as much detail as possible.

When recording traditional cultural properties, the description should be based on information provided by members of the community historically associated with that resource. Refer to National Register Bulletin 38 (National Park Service 1990a) for further information about recording TCPs.

Descriptions of districts should briefly summarize overall characteristics, setting, and the numbers and types of contributing **and** non-contributing resource elements. Discuss the characteristics that link the elements of the district and give it coherence. Mention natural and cultural features as appropriate. If you are describing an element of a district, provide the Primary Number and/or the resource identifier of the district, when known.

**\*P3b. Resource Attributes:** Enter those attributes which best define and describe the resource from the list of Resource Attributes in Appendix 4. Provide the code and a brief description for each attribute identified. For example, a complex resource may contain several attributes, such as a "(HP2) single family property," "(AH2) building foundation," and "(AP4) bedrock milling feature." The codes provided in this data field will enable attribute-based record searches which, when combined with other variables, will facilitate contextual research.

**\*P4. Resources Present:** Check the category or categories that best describe the resource that is being documented using Appendix 5 and National Register Bulletin 15 (National Park Service 1990b) for reference.

When documenting a resource with superimposed elements such as a building located on top of an archaeological site, check all categories that apply. If the resource is part of a district, check the box for "Element of District" in addition to the appropriate box (or boxes) that define the kind of resource. If the record is being prepared to document a district, check the district box.

**\*P5. Photograph or Drawing and Description:** A clear and descriptive glossy 3-1/2"x5" black and white photograph is required for all records documenting buildings, structures, and objects, and may also be supplied when documenting sites (including isolated finds and minor features). Describe the subject, view, date the photograph was taken, and the accession number of the photograph (roll and frame #) in Field P5b. Place the print in a clear polyethylene or polypropylene envelope and affix the envelope to the record in the space provided using transparent tape, preferably an archivally stable brand. Scanned halftone images **may** be an acceptable substitute for original photographs; however, you should consult with staff at the OHP and regional Information Centers of the California Historical Resources Information System **before** submitting records with such graphics.

Photographs of buildings, structures, and objects should provide an overview of the resource in its setting, or a detailed view of the resource itself where appropriate. One contemporary photograph showing the front and

one side of the resource is usually sufficient. For some resources, however, it may be useful to provide additional views, supplementary historical pictures, photographs of details, and photographs of ancillary structures, placed on Continuation Sheets. This space also can be used for a drawing, plan, or map of minor resources and isolated archaeological finds; or for supplementary text where a photograph or other graphics are not required.

**\*P6. Date Constructed/Age and Sources:** Indicate whether the resource is prehistoric, historic, or both, list the construction date or period of use, and briefly describe how that date or period was determined. Indicate whether the date or period of use is factual or estimated. The term "historic" applies to all historical resources associated with non-indigenous peoples, as well as those used by Native Americans after direct contact with non-indigenous peoples. The term "prehistoric" applies to all historical resources used by Native Americans prior to direct contact with non-indigenous peoples. Cite any references used to determine the age of the resource.

**\*P7. Owner and Address:** Give the name and address of the resource's current owner(s). If the owner is a government agency, clearly identify the agency by name (not simply "the State of California" or "the federal government"). You may give the name and address of the managing unit. Enter "unknown" or "withheld by owner" if appropriate. Ownership information is often required before a historical resource can be listed on various state and national registers or to meet local recordation requirements.

**\*P8. Recorded By:** Enter the name of the person who prepared the record, indicating their agency or organizational affiliation, if appropriate, and provide a complete address.

**\*P9. Date Recorded:** Indicate the date the record was prepared.

**\*P10. Survey Type:** Indicate whether the resource was recorded as the result of an intensive survey, reconnaissance survey, or other activity (e.g., volunteer effort) and describe the purpose of that effort. The terms "intensive survey" and "reconnaissance survey" are defined for the purposes of this entry in relation to the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation (National Park Service 1983). Appendix 6 briefly summarizes those definitions and the basic report contents that are recommended by the Secretary of the Interior for each type of survey.

**\*P11. Report Citation:** Provide a complete citation for any report or publication documenting the discovery of the resource, if one has been completed or is under preparation. If no survey report or publication exists or is planned, enter "none." List the name of the author, date of the report or publication, title, and the name

of the government agency, private firm, university department, publisher, etc. that the report was prepared for or published by.

**\*Attachments:** Check any forms that are attached to the Primary Record and list any other attachments if appropriate. Check "None" if there are no attachments.

### **How to Prepare a Location Map**

The purpose of the Location Map is to accurately depict the location of the resource on a U.S. Geological Survey topographic quadrangle or other government map. The Location Map differs from a Sketch Map in that it generally does not depict the internal arrangement of a resource. The only exceptions to this rule are the Location Maps created for linear resources and districts, which may depict component features and/or elements. The Location Map is optional for buildings located on small parcels of land in urban areas when an address is provided.

Provide the name, scale, and publication date of the map(s) used to depict the location of the historical resource, and include a copy of the appropriate portion(s) of that map or maps on the Location Map record. If the map has been photorevised, place the date of the revision in parentheses following the original date the map was published. The OHP recommends using maps published by the government, particularly U.S. Geological Survey topographic quadrangles (for rural areas) and Assessor's regional index maps (for urban areas). Because privately published maps are subject to copyright restrictions, you should check with the OHP before submitting such materials.

All Location Maps should include a bar scale and north arrow. Accurately plot the shape and location of the resource on an appropriate map. Very tiny resources may be depicted with a dot, while the exact configuration of larger resources should be drawn to scale using a heavy black line to indicate the perimeter of the resource. When possible, show the entire alignment of a linear resource, even if only a segment is recorded in detail. Do not obscure map details by filling in the areas covered by large historical resources solidly.

## **DETAILED DESCRIPTION AND EVALUATION**

Three recording forms can be used for detailed description and evaluation of all types of historical resources. Those forms consist of the Building, Structure, and Object (BSO) Record; Archaeological Site Record; and District Record. Each detailed record builds on the basic information gathered on the Primary Record, and therefore must be accompanied by that form, and a Location Map (when required), unless submitted as an update to an existing resource file.

Evaluation is a required field on the BSO Record and District Record, while it is optional on the Archaeological Site Record. Completing an evaluation involves assessing whether a historical resource meets defined criteria of significance. The NRHP Criteria for Evaluation are recommended as a uniform standard for California because they provide a basis for assessing the significance of historical resources at the national, state, and local levels. As such, they encompass and provide for routine consideration of other applicable state and local criteria. However, other criteria also may be applied when appropriate. The NRHP Criteria are provided for reference in Appendix 7.

The significance of a historical resource is best understood and judged in relation to a historic context. A historic context consists of: a theme, pattern, or research topic; geographic area; and chronological period. The theme, pattern or research topic provides a basis for evaluating the significance of a resource when it is defined in relation to established criteria. A historical resource is considered significant, and hence, eligible for the National Register if it is associated with an important historic context and it retains the integrity of

---

those characteristics necessary to convey its significance. When considering the integrity of a historical resource it is appropriate to take into account factors such as location, setting, design, materials, workmanship, feeling, and association.

Evaluation requires three basic steps: (1) identification of a significant historic context associated with the resource; (2) identification of the types of resources important in illuminating that context, and the physical characteristics those resources must possess to reflect the significance of the historic context; and (3) an assessment of whether the resource being evaluated has those required physical characteristics (National Park Service 1990b).

The amount of descriptive and historical information needed to establish whether or not a resource has the required physical traits necessary to convey its significance will depend on its complexity and type. Normally, detailed recording forms submitted in conjunction with an intensive survey report (as described in Appendix 6) provide the level of information needed to evaluate most historical resources. However, archaeological sites often require additional characterization.

While anyone can prepare the documentation supporting an evaluation, responsibility for the evaluation must be taken by persons meeting the Secretary of the Interior's Professional Qualifications Standards (National Park Service 1983) in a discipline appropriate to the historic context within which the resource is being considered. In cases where the preparer does not meet the Standards, an OHP- sanctioned reviewer with appropriate qualifications may assume responsibility for the evaluation. However, to ensure timely inclusion of an evaluation in the OHP's filing system, submissions prepared by or under the direction of appropriately qualified professionals are recommended.

For further information about how to evaluate historical resources, refer to *National Register Bulletins 15 and 16A* (National Park Service 1990b, 1991), the *Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation* (National Park Service 1983), *Treatment of Archaeological Properties: A Handbook* (Advisory Council on Historic Preservation 1980), and *Guidelines for Archaeological Research Designs* (Office of Historic Preservation 1991b).

## Preparing the Building, Structure, and Object Record

The BSO Record can be used to evaluate and present detailed information about buildings, structures, and objects. The Linear Feature Record may be used as a supplement to the BSO Record when documenting and evaluating linear structures such as roads, canals, and railroad grades. Detailed instructions for preparing the BSO Record are provided below. **Required information is indicated with a sidebar, an asterisk, and bold type.**

**Header Block:** Enter the Primary Number and HRI Number if known. Leave both fields blank if unknown. Also be sure to update the header block and subsequent sections of the Primary Record if it was prepared separately from the BSO Record.

**\*NRHP Status Code:** Enter the appropriate code that best-defines the relationship of the resource to the National Register using the list in Appendix 2. Use the lowest initial number if more than one applies. For example, if a resource can be rated both 3S and 5D1, put 3S.

**\*Resource Name or #:** Enter the same name or number used in this field on the Primary Record. The identifier can be a historic or common name, parcel number, or any other designator which will consistently refer to the resource and link the pages of your record together.

**B1. Historic Name:** Enter the historic name of the resource if known. A historic name may be either the formal name for the resource during its period of significance, or a name closely associated with its

---

significance. The historic name may refer to: the builder, designer, or historic owner(s); significant persons or events connected with the resource; original or later uses of the resource; or accepted professional, scientific, technical, or traditional names.

**B2. Common Name:** Enter the common or presently used name for the resource. If documenting a single family dwelling, use current owner's name **only** if local residents strongly associate the house with that owner. If historic and common names are identical, enter "same." If the resource has no common name, enter "none."

**B3. Original Use:** Enter the original use(s) of the building, structure, or object.

**B4. Present Use:** Identify the present use(s) of the building, structure, or object. Other past uses may be described in Field B10 (Significance) below.

**\*B5. Architectural Style:** Use standard architectural terminology to describe the style or construction type of buildings if applicable. If necessary, combine terms to describe the style (e.g. "Classical Revival with Craftsman elements"). See National Register Bulletin 16A (National Park Service 1991), Blumenson (1981), McAlester and McAlester (1984), City of Oakland (1978), and Whiffen (1969) for suggested stylistic terminology. See Sources of Additional Information for complete citations of these publications.

**\*B6. Construction History:** List alterations to the resource which substantially affect its architectural integrity. Be as specific as possible. For example, put "aluminum sliders" rather than merely "windows." Add the date(s) of the alterations if known.

**\*B7. Moved?:** Check whether or not the resource has been moved and give the date of the move, if known. Include any information you may have on the original location of the resource.

**\*B8. Related Features:** List other important features on the resource. Such features might include: barns, carriage houses, garages, outhouses, sheds, windmills, water towers, hitching posts, fences, walls, unusual curbs or sidewalks, formal gardens, prominent or unusual trees, and expansive lawns. Do not include other major historical resources that merit separate documentation.

**B9a. Architect:** If appropriate, enter the name of the architect, architectural firm, pattern book, engineer, artist, landscape architect, or planner responsible for designing the building, structure, or object. If the resource was not professionally designed, as in the case of a house constructed by an owner/builder, put "none." If no information about the designer was found, enter "unknown."

**B9b. Builder:** In the space provided for "Builder," enter the name of the person or firm actually responsible for construction. Do not put the name of someone who merely commissioned the work. If no information was found, enter "unknown."

**\*B10. Significance:** Resources are generally evaluated using a historic context--an organizational format which groups information about related historical resources based on theme, geographic limits, and chronological period. The information provided in this field should describe why the resource is significant within a relevant historic context.

Begin by identifying the historic "theme"--the subject or topic of historical study. Examples include "Commercial Development," "Citrus Industry," "River Transportation," "Residential Architecture," etc. For "area" put the locale in which the events covered by the theme occurred. Usually the area is the city or town being surveyed; however, there may be exceptions where contemporary boundaries do not coincide with historical boundaries. The area also might be a county, a part of a town, or a place defined by a topographical feature.

"Period of significance" refers to a chronological period as it relates to the historic context, and is defined as a year or range of years e.g., Commercial Development in Bakersfield, 1896-1941). For "property type" enter the specific type of resource that is being evaluated within the historic context. For example, the context "Commercial Development in Bakersfield, 1896-1941" may have retail stores and office buildings as associated property types. A form documenting the Woolworth Building in downtown Bakersfield would list "retail store" for the property type. In the space marked "applicable criteria" enter the letter(s) of the National Register (or other) criterion or criteria in which the resource is being evaluated. Put "N/A" if the resource is evaluated as ineligible for the National Register.

The statement of significance should explain why the resource is important in relation to its historic context(s). Make the strongest possible case using historical and/or architectural analysis as appropriate. Compare the resource with others that belong to the same property type and relate to the same historic context. Include an analysis of the integrity of the resource. Additional information about the resource may be included even if it is not specifically related to the context identified, to the extent that it will help establish the significance of the resource. When a resource is found ineligible for the National Register, a clear rationale should be offered to support the finding as well.

**B11. Additional Resource Attributes:** The historic attributes of the resource refer to its characteristics at the time it gained significance. Choose up to six numbers from the list of Resource Attribute Codes in Appendix 4. Enter each number, two dashes, and a brief description, e.g., "(HP3)--Duplex" or "(HP14)--Library." If more than one number is needed, the description may follow the numbers, e.g., "(HP12), (HP44)--YWCA."

**\*B12. References:** List any documents and style books used to discover information about the resource. Include page numbers and dates of publication. Also list oral interviews, including the name of the person interviewed and the date of the interview. You may abbreviate as necessary, but don't merely cite a general bibliography available elsewhere.

**B13. Remarks:** Include information about zoning, threats to the resource, previous surveys, and other relevant information in this data field, as appropriate.

**\*B14. Evaluator and Date of Evaluation:** Enter the name of the person who made the evaluation reflected in the "NRHP Status Code" field and indicate the date the evaluation was completed. If two or more people concurred in the evaluation, provide the name of the individual who meets the Secretary's Standards in the appropriate discipline. If a resume for the evaluator is not on file with the OHP or the appropriate regional Information Center listed (in Appendix 8), one should accompany the record (or should be included in an accompanying report).

**\*Sketch Map:** Draw or paste in a Sketch Map of the resource and any associated features discussed in Field B8 (Related Features) above. This Sketch Map is required regardless of whether or not a Location Map is also needed. The Sketch Map need not be drawn to scale, but must include a north arrow. Name or otherwise identify important features associated with the resource. In urban areas, and where possible in rural areas, identify the nearest intersection; otherwise, show roads (with names), buildings, rivers, railroad tracks, and other features that may help others locate the resource. If the resource's boundaries are other than parcel boundaries, indicate as such. Do not use this space merely to cite a map located elsewhere.

**Space Reserved for Official Comments:** Leave this space blank. Provide comparable space on computer-generated forms.

## APPENDIX 2: NRHP STATUS CODES

This appendix explains the use of the codes that should be entered in the "NRHP Status Code" field in the header of the Primary Record when an evaluation of a historical resource is completed. The codes found here represent a short list of the most frequently used status determinations, selected from a more extensive list that is available from the OHP on request. Be sure to read the entire list before deciding which code to use. Take special care that evaluations for districts and their components fit together properly. Note that districts themselves are given "S" ratings, while contributors receive "D" ratings. Thus, a district judged eligible for the National Register is rated "3S," but the district's contributors are rated "3D."

### **The initial number in a code indicates the general status:**

1. Listed in the National Register.
2. Determined eligible for the National Register in a formal process involving federal agencies.
3. Appears eligible for listing in the National Register in the judgment of the person(s) completing or reviewing the form.
4. Might become eligible for listing.
5. Ineligible for the National Register but still of local interest.
6. None of the above.
7. Undetermined.

### **Each general status is divided into more specific codes as follows:**

1. Listed in the National Register:
  - 1S. Separately listed.
  - 1D. Contributor to a listed district.
  - 1B. Both 1S and 1D.
2. Determined eligible for listing in the National Register:
  - 2S1. Determined eligible for separate listing by the Keeper of the National Register.
  - 2S2. Determined eligible for separate listing through a consensus determination by a federal agency and the State Historic Preservation Officer.
  - 2S3. Determined eligible for separate listing by a unit of the National Park Service other than the Keeper of the National Register.
  - 2D1. Contributor to a district determined eligible by the Keeper.
  - 2D2. Contributor to a district determined eligible for listing through a consensus determination.
  - 2D3. Determined eligible for listing as a contributor to a district by a unit of the National Park Service other than the Keeper.
  - 2B5. Determined eligible by more than one method listed above.
3. Appears eligible for listing in the National Register:
  - 3S. Appears eligible for separate listing.
  - 3D. Contributor to a district that has been fully documented according to OHP instructions and appears eligible for listing.
  - 3B. Both 3S and 3D.
4. Might become eligible for listing:
  - 4R. Meets both of the following conditions: (1) Is located within the boundaries of a fully documented district that is listed in, determined eligible for, or appears eligible for the National Register; and (2) may become a contributor to the district when it is restored to its appearance during the district's period of significance.
  - 4S. May become eligible for separate listing in the National Register when one of the following occurs (use the code for the most important reason if more than one applies):
    - 4S1. The property becomes old enough to meet the Register's 50-year requirement.

- 4S2. More historical or architectural research is performed on the property.
  - 4S7. The architectural integrity of the property is restored.
  - 4S8. Other properties, which provide more significant examples of the historical or architectural associations connected to this property, are demolished or otherwise lose their architectural integrity.
  - 4D. Contributor to a fully documented district that may become eligible for listing when (use the code for the most important reason if more than one applies):
    - 4D1. The district becomes old enough to meet the Register's 50-year requirement.
    - 4D2. More historical or architectural research is performed on the district.
    - 4D7. The integrity of the district is restored.
    - 4D8. Other districts, which provide more significant examples of the historical or architectural associations connected to this district, are demolished or otherwise lose their architectural integrity.
  - 4X. May become eligible as a contributor to a district that has not been fully documented.
5. Not eligible for National Register but of local interest because the resource:
- 5S1. Is separately listed or designated under an existing local ordinance, or is eligible for such listing or designation.
  - 5S3. Is not eligible for separate listing or designation under an existing local ordinance but is eligible for special consideration in local planning.
  - 5D1. Is a contributor to a fully documented district that is designated or eligible for designation as a local historic district, overlay zone, or preservation area under an existing ordinance or procedure.
  - 5D3. Is a contributor to a fully documented district that is unlikely to be designated as a local historic district, overlay zone, or preservation area but is eligible for special consideration in local planning.
  - 5N. Needs special consideration for reasons other than the above.
6. None of the above:
- 6W. Removed from listing by the Keeper of the National Register.
  - 6X. Determined ineligible for listing in the National Register by the Keeper of the National Register.
  - 6Y. Determined ineligible for listing in the National Register through a consensus determination of a federal agency and the State Historic Preservation Officer.
  - 6Z. Found ineligible for listing in the National Register through an evaluation process other than those mentioned in 6X and 6Y above.
7. Not evaluated.

## **APPENDIX 4: RESOURCE ATTRIBUTE CODES**

**(for use in Fields P3b and B11)**

The following codes should be used to define the attributes of historical resources in Fields P3b and B11 on the Primary Record and Building, Structure, and Object Record, respectively. The codes are first summarized below and then defined in greater detail in the following pages of this appendix.

### **Attributes of Historic Resources:**

HP1. Unknown	HP24. Lighthouse
HP2. Single family property	HP25. Amusement park
HP3. Multiple family property	HP26. Monument/mural/gravestone
HP4. Ancillary building	HP27. Folk Art
HP5. Hotel/motel	HP28. Street furniture
HP6. 1-3 story commercial building	HP29. Landscape architecture
HP7. 3+ story commercial building	HP30. Trees/vegetation
HP8. Industrial building	HP31. Urban open space
HP9. Public utility building	HP32. Rural open space
HP10. Theater	HP33. Farm/ranch
HP11. Engineering structure	HP34. Military property
HP12. Civic auditorium	HP35. CCC/WPA property
HP13. Community center/social hall	HP36. Ethnic minority property (list group)
HP14. Government building	HP37. Highway/trail
HP15. Educational building	HP38. Women's property
HP16. Religious building	HP39. Other
HP17. Railroad depot	HP40. Cemetery
HP18. Train	HP41. Hospital
HP19. Bridge	HP42. Stadium/sports arena
HP20. Canal/aqueduct	HP43. Mine structure/building
HP21. Dam	HP44. Adobe building/structure
HP22. Lake/river/reservoir	HP45. Unreinforced masonry building
HP23. Ship	HP46. Walls/gates/fences

### **Attributes of Historic Archaeological Sites:**

AH1. Unknown	AH9. Mines/quarries/tailings
AH2. Foundations/structure pads	AH10. Machinery
AH3. Landscaping/orchard	AH11. Walls/fences
AH4. Privies/dumps/trash scatters	AH12. Graves/cemetery
AH5. Wells/cisterns	AH13. Wharfs
AH6. Water conveyance system	AH14. Ships/barges
AH7. Roads/trails/railroad grades	AH15. Standing structures
AH8. Dams	AH16. Other

### **Attributes of Prehistoric Archaeological Sites and Ethnographic Sites:**

AP1. Unknown	AP9. Burials
AP2. Lithic scatter	AP10. Caches
AP3. Ceramic scatter	AP11. Hearths/pits
AP4. Bedrock milling feature	AP12. Quarry
AP5. Petroglyphs	AP13. Trials/linear earthworks
AP6. Pictographs	AP14. Rock shelter/cave
AP7. Architectural feature	AP15. Habitation debris

AP8. Cairns/rock features

AP16. Other

**Historic Resource Attribute Definitions:**

HP1. Unknown: No reasonable guess can be made about the historic use or function of the resource.

HP2. Single Family Property: A building constructed to house one family.

HP3. Multiple Family Property: Any building providing longer than temporary lodging for more than one person or household. E.g., duplexes, apartment buildings, dormitories, bunkhouses, etc.

HP4. Ancillary Building: Barns, outhouses, detached garages, carriage houses, sheds, etc.

HP5. Hotel/Motel: Any building or group of buildings providing temporary lodging for travelers.

HP6. Commercial Building, over 3 stories: Any type of building dealing with management, retail sales, or marketed services. E.g., stores, banks, gas stations, office buildings, etc. Do not include basement in height count.

HP7. Commercial Building, over 3 stories: Do not include basement in height count.

HP8. Industrial Building: Any building where the manufacture or distribution of products occurs. E.g. canneries, mills, foundries, warehouses, etc.

HP9. Public Utility Building: Any building that houses services available to the public at large. E.g., firehouses, power houses, electrical substations. etc.

HP10. Theater: Any place where plays, variety shows, motion pictures, etc., are presented. Includes amphitheaters.

HP11. Engineering Structure: A structure not covered in any other category. E.g., docks, runways, water towers, etc.

HP12. Civic Auditorium: Publicly owned buildings for concerts, speeches, etc.

HP13. Community Center/Social Hall: Any building designed to hold meetings of social groups. E.g., fraternal halls, women's clubs, boy scout cabins, etc.

HP14. Government Buildings: Any building designed to house government administration or transactions. E.g., post offices, city halls, county courthouses, etc.

HP15. Educational Building: Any building with an educative purpose. E.g., schools, libraries, museums, etc.

HP16. Religious Building: Any building holding religious ceremonies or connected the operations of religious organizations (e.g., churches, seminaries, parsonages, etc.

HP17. Railroad Depot: Stations and other buildings connected to the operation of railroads and streetcars. E.g., sheds, roundhouses, etc.

HP18. Train: Engines, streetcars, and rolling stock.

HP19. Bridge: Any overpass for automobiles, trains, pedestrian, etc.

HP20. Canal/Aqueduct: Any artificial waterway for transportation or irrigation. Includes large pipes, conduits, drainage ditches, and bridge-like structures for carrying water.

HP21. Dam: Any barrier constructed to hold back water.

- HP22. Lake/River/Reservoir: Any inland body of water, natural stream of water, or place where water is collected and stored.
- HP23. Ship: Any vessel able to navigate inland or ocean waters.
- HP24. Lighthouse: Any building or structure from which ships are guided by sight or sound.
- HP25. Amusement Park: An outdoor place with various amusement buildings, structures, or devices. Includes zoological parks.
- HP26. Monument/Mural/Gravestone: 1) Any object with a commemorative or artistic purpose; 2) Any painting, photograph, etc. on a wall or ceiling. E.g., statue, obelisk, sculpture, etc.
- HP27. Folk art: Any object that expresses the artistic capacities of a people without being the product of formal training.
- HP28. Street Furniture: Any object that is permanently placed near a street. E.g., fire hydrants, streetlights, benches, curbstones, hitching posts, etc.
- HP29. Landscape Architecture: Any place in which trees, bushes, lawns, fountains, walls etc. have been arranged for esthetic effect.
- HP30. Trees/Vegetation: Any plant, whether planted or growing naturally, not part of a landscape plan.
- HP31. Urban Open Space: Any area that has experienced little building or other development within in a city limits. E.g., parks, grounds, or large open lots.
- HP32. Rural Open Space: Any area that has experienced little building or other development outside a city limits.
- HP33. Farm/Ranch: Any place where crops or animals are raised.
- HP34. Military Property: Any property owned by one of the U.S. armed services, including the national Guard.
- HP35. New Deal Public Works Project: Any property built under one of the public works programs of the New Deal. Includes properties aided by funds or personnel from the Works Progress Administration (WPA) and successors, Public Works Administration (PWA), Civilian Conservation Corps (CCC), etc.
- HP36. Ethnic Minority Property: Any property closely associated with events, individuals, groups, or social patterns important in the history of an ethnic group. Includes properties designed by important ethnic group members. Add further information by including the name of the ethnic group involved. The OHP has abbreviations for five groups, so put these two letters in front of the name: AA African Americans, CH Chinese, JA Japanese, LA Latino, NA Native Americans. The OHP will adopt other abbreviations as properties associated with other ethnic groups are identified.
- HP37. Highways/Trail: Any roadway, from freeway to footpath.
- HP38. Women's Property: Any property closely associated with events, individuals, groups. or social patterns important in the history of women. Includes work of women designers as well as buildings such as YWCAs and women's clubs.
- HP39. Other: If no other code applies, enter HP39.
- HP40. Cemetery: Burial ground with monuments (except archeological sites).
- HP41. Hospital: Any facility for treatment of the sick.
- HP42. Stadium/Sports Arena: Any structure or building that provides a place in which sporting events are viewed.

HP43. Mine: Any structure or building connected with mining. E.g., mine shafts, head frames, stamp mills, shops, etc.

HP44. Adobe building/Structure.

HP45. Unreinforced masonry building.

HP46. Walls/gates/fences.

**Historic Archaeological Site Attribute Definitions:**

AH1. Unknown: no characteristics listed on the site record.

AH2. Foundations: structural footings or lineal alignments made from wood, brick or rock to support a structure (e.g., slabs of concrete, leveled earth pads, pilings, walls, stairs, etc.).

AH3. Landscaping: evidence of modification through contouring of the land or planting vegetation (e.g., hedgerow, orchards, terraces, and ponds).

AH4. Privy pits/trash scatters/dumps: any refuse deposits, outhouse pits, or other accumulation of debris (e.g., trash pits, trash scatters, outhouse pits, and dumps).

AH5. Well/cistern: a hole or receptacle designed to hold or provide access to water which may or may not be lined.

AH6. Water conveyance system: any device constructed to transport water over a distance (e.g., flumes, pipes, ditches, canals, and tunnels).

AH7. Road/trail/railroad bed: a lineal construction, either depressed, elevated, or on ground level, designed to facilitate the transportation of people or vehicles (e.g., bridge, railroad grade, tunnel, trail, wagon road, etc.).

AH8. Dam: a barrier constructed to contain a body of water.

AH9. Mine: an excavation and associated structures built into the earth to extract natural resources (ore, precious metals, or raw lithic materials). This category includes quarries. Examples include: shafts, elevators, mining tunnels, quarry, glory holes, tailings.

AH10. Machinery: a mechanical device (e.g., mills, farm equipment, steam donkeys, windmills, etc.).

AH11. Wall/fence: any wall or fence including postholes or posts placed at regular intervals, retaining walls, post-cairns, walls, fences, jetties, and breakwaters.

AH12. Grave/cemetery: any single or multiple burial location.

AH13. Wharf: a structure or remains of a structure built at the shore of a harbor or river for the docking of ships or boats; pier; dock.

AH14. Ships/barges: floating vessels designed for transporting people or goods across water.

AH15. Standing structure: any historic building that is still standing (e.g., outhouse, shed, house, cabin, office building, barn, etc.).

AH16. Other: check if there is no other category in which the site description could be placed.

### **Prehistoric Archaeological Site Attribute Definitions:**

AP1. Unknown: no characteristics listed on the site record.

AP2. Lithic scatter: a major characteristic of the site is a scatter of chipped or flaked stone resulting from human manipulation (e.g., obsidian flakes and few or no other artifacts).

AP3. Ceramic scatter: a major characteristic of the site is a scatter of pot sherds. If the site contains both lithics and ceramics, check both.

AP4. BRM/milling feature: site contains one or more bedrock mortars, milling surfaces or cupules which indicate material processing activity.

AP5. Petroglyphs: site contains a stone surface which has been scored by humans in a patterned manner for a purpose other than material processing. This category includes intaglios.

AP6. Pictographs: site includes any design painted on a rock surface.

AP7. Architectural feature: site contains any feature which indicates the presence of human construction activity (e.g., post holes, house pits, dance house, sweat lodge, hunting blinds, fish traps).

AP8. Stone feature: site contains a patterned arrangement of rocks purposefully constructed or modified (e.g., rock alignments, cairns, rock rings of unknown function, etc.). AP9. Burial: the site contains human bone.

AP10. Cache: the site contains an natural or constructed feature used for storing food or goods.

AP11. Hearths/pits: site contains any feature which indicated cooking activity, such as roasting pits, association of cracked or burnt rock, discolored soil, ash and carbonized wood or plants.

AP12. Quarry: site contains a source of lithic material with evidence of human usage.

AP13. Lineal feature: site contains natural or constructed features indicating human use such as trails, earth works, windrows or stone fences.

AP14. Rock shelter/cave: a concavity within a rock surface evidencing human use.

AP15. Habitation debris: site contains a deposit characterized by a wide range of artifacts, materials or features which represent a variety of human activities.

AP16. Other: check here if there is no other category in which the site description can be placed.

## APPENDIX 5: HOW TO CATEGORIZE HISTORICAL RESOURCES

NRHP Category	Examples	Suggested Records Used for Intensive Surveys
<b>Building</b>	houses, barns, stables, sheds, garages, courthouses, city halls, social halls, commercial buildings, libraries, mills, factories, stationary mobile homes, train depots, hotels, theaters, schools, stores, and churches	523A and 523B, plus 523J (when appropriate)
<b>Structure</b>	bridges, tunnels, dredges, firetowers, turbines, dams, corncribs, power plants, silos, shot towers, grain elevators, windmills, kilns, mounds, earthworks, cairns, palisade fortifications, railroad locomotives and cars, boats and ships, telescopes, carousels, bandstands, gazebos, and aircraft  canals, ditches*, flumes*, pipelines*, roads, utility lines*, fences*, rock walls*, railroad grades, and historic footpaths	523A and 523B, plus 523J (when appropriate)  523A, 523B, 523E and 523J
<b>Object</b>	sculpture, monuments, boundary markers, statuary, and fountains	523A and 523B, plus 523J (when appropriate)
<b>Site</b>	habitation and village sites; rock shelters; hunting and fishing sites; petroglyphs and rock carvings; grounds and gardens; battlefields; campsites; shipwrecks; cemeteries and funerary sites; ruins of historic buildings and structures; treaty signing sites; and natural features such as springs, rock formations, and other land areas having cultural significance  designed landscape  trails, and the ruins of canals, ditches*, flumes*, pipelines*, roads, utility lines*, fences*, rock walls*, and railroad grades	523A, 523C, 523J, and 523K (with optional attachments as appropriate)  523A, 523B, or 523C, 523J, and 523K  523A, 523C, 523E and 523J
<b>District</b>	college campuses, central business districts, residential neighborhoods, commercial areas, large forts, industrial complexes, civic centers, rural villages, complex canal or irrigation systems, groups of habitations and associated activity areas, large ranches/estates/plantations, transportation networks, and large landscaped parks	523A, 523D and 523J (for the District ) plus 523A for each contributor

\*With the exception of items marked with an asterisk, all examples are taken from National Register Bulletin 16A (National Park Service 1991:15).

## **APPENDIX 6: TYPES OF SURVEY ACTIVITIES**

**(For reference when filling in Field P10 on the Primary Record)**

Reports documenting survey activities add to the information available about historical resources by describing how the resources were identified and evaluated. The Secretary of the Interior has offered specific recommendations concerning the level of effort entailed in "reconnaissance" and "intensive" surveys.

A reconnaissance survey entails a systematic effort to identify and summarize information about historical resources in a given area. Reports documenting reconnaissance surveys should provide thorough documentation of objectives and expectations of the survey, the methods used to discover resources, and the adequacy of such efforts. While reconnaissance surveys may employ widely different strategies, the reports prepared to document them should minimally contain the following kinds of information:

1. A clear statement of the purpose of the survey.
2. A definition of the survey area (with map of areas examined).
3. A research design that examines current knowledge of a relevant historic context or contexts, defines resource types associated with that context, and establishes expectations regarding survey results (e.g., where resources will be found, how many of each type, etc.). The research design may simply refer to a previously published one **if it is applicable and reasonably current**.
4. A definition of the methods that were used during the survey. If a variety of methods are used, the area covered by each method should be separately depicted on the survey coverage map listed in Item 2 (above).
5. A summary of the results of the survey including a map depicting resource locations, analysis of findings relative to the study's research design, discussion of any limitations of the survey, and individual records for all identified heritage resources.

Intensive surveys go beyond the systematic identification and description of historical resources to encompass the evaluation of those properties within a historic context. Thus, in addition to the five categories of information needed for a reconnaissance report, the report documenting an intensive survey should also contain:

6. An evaluation of heritage resources identified during the survey as determined within a historic context using the National Register criteria (or CEQA criteria if appropriate).
7. Evidence that the evaluation was conducted or confirmed by an appropriately qualified professional.

Further recommendations regarding the content of heritage resource reports can be found in OHP's Archaeological Resource Management Reports (ARMR): Recommended Contents and Format (1989) and the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation (National Park Service 1983).

## **APPENDIX 7: NATIONAL REGISTER CRITERIA AND CONSIDERATIONS**

---

### **Criteria for Evaluation**

The quality of significance in American history, architecture, archaeology, engineering, and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, and association, and:

- (a) that are associated with events that have made a significant contribution to the broad patterns of our history; or
- (b) that are associated with the lives of persons significant in our past; or
- (c) that embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or
- (d) have yielded, or may be likely to yield, information important in prehistory or history.

### **Criteria Considerations**

Ordinarily cemeteries, birthplaces, or graves of historical figures, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, reconstructed historic buildings, properties primarily commemorative in nature, and properties that have achieved significance within the last 50 years shall not be considered eligible for the National Register. However, such properties *will qualify* if they are integral parts of districts that do meet the criteria or if they fall within the following categories:

- (a) a religious property deriving primary significance from architectural or artistic distinction or historical importance; or
- (b) a building or structure removed from its original location but which is significant primarily for architectural value, or which is the surviving structure most importantly associated with a historic person or event; or
- (c) a birthplace or grave of a historical figure of outstanding importance if there is no appropriate site or building directly associated with his productive life; or
- (d) a cemetery which derives its primary significance from graves of persons of transcendent importance, from age, from distinctive design features, or from association with historic events; or
- (e) a reconstructed building when accurately executed in a suitable environment and presented in a dignified manner as part of a restoration master plan, and when no other building or structure with the same association has survived; or
- (f) a property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own exceptional significance; or
- (g) a property achieving significance within the past 50 years if it is of exceptional importance.

---

(Reprinted in full from Code of Federal Regulations, Title 36, Part 60.)